

CALIFORNIA ARTS COUNCIL GRANT INVOICE INSTRUCTIONS

CAC-590 is used to request payments for CAC grants. **NOTE: Before using, please reproduce this form for future invoicing purposes.**

PART A - GRANT INFORMATION

Complete all lines. Check the type of request for which you are invoicing.

PART B – 90% PAYMENT

Complete Part B if you are requesting a payment for 90% of the grant award. To calculate your payment amount, multiply your grant award amount by 90%.

PART C - FINAL 10% PAYMENT

Complete Part C if you have done **ALL of the following**:

1. Submitted (or attached) a final report. (Reporting requirements are outlined in the *Grant Agreement Terms and Requirements*.)
2. Submitted (or attached) the "NEA Grants Activity Survey".

CERTIFICATION

Original signature is required. Please do not use a black ink pen when signing. Photocopies will be returned. If phone number space is not completed, questions on invoice will be returned in writing. This will cause delays in processing.

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL THE CAC ACCOUNTING UNIT AT (916) 322-6555.

MAIL INVOICE TO:

CALIFORNIA ARTS COUNCIL
ACCOUNTING SECTION
1300 I STREET, SUITE 930
SACRAMENTO, CA 95814